

## **SECTION C –PERFORMANCE WORK STATEMENT**

### **Office of Classification Specialized Technical Services**

#### **C.1 Performance Work Statement**

This Performance Work Statement (PWS) describes work to be performed to support the mission of the Office of Classification, an office within DOE's Office of Security and Safety Performance Assurance (SSA).

The following format is used for this PWS:

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## **1.0 Background and Mission**

The Office of Classification (OC) develops, manages and implements policies and procedures for the Department-wide program to identify classified Restricted Data (RD), Formerly Restricted Data (FRD), National Security Information (NSI), and certain unclassified but sensitive information (e.g., Unclassified Controlled Nuclear Information (UCNI)) within the DOE's jurisdiction in accordance with the Atomic Energy Act of 1954 and applicable Executive Orders.

OC carries out a multi-faceted program to identify the full spectrum of DOE information ranging from complex, highly classified nuclear technology to certain unclassified, but still sensitive, information not available to the public. OC supports the nonproliferation objectives of the United States through its classification policies. It inhibits the spread of nuclear/radiological weapons, nuclear materials, and associated technologies through cooperative and coordinated policies with other agencies and nations.

OC is responsible for the classification review of all documents requested under statute or Executive Order prior to release. As directed by statute, OC conducts reviews of archived material resident at the National Archives and Records Administration (NARA), College Park, Maryland, and Presidential Libraries across the Nation. It also conducts reviews of documents requested under litigation, performs patent reviews, and performs audits and surveys of other agency collections for records containing DOE information. In addition, OC is responsible for the development, interpretation, and review of classification policies, procedures, and guidelines.

## **2.0 Security**

The duties performed under this PWS involve working with classified data and information that must be controlled pursuant to applicable statutes, regulations, and DOE security and classification policies and procedures in which the contractor must be fully knowledgeable. The contractor must be trained in the DOE-sponsored Classified Matter Protection and Control (CMPC) course.

All on-site contractor personnel are required to have an active DOE "Q" access authorization (security clearance) within 90 days of contract award and be familiar with DOE security regulations and directives prior to the commencement of any work under this contract.

The contractor shall perform a pre-employment check of prospective employees to determine suitability of employment. The contractor shall submit the clearance paperwork for all individuals having a need to access classified information in compliance with DOE Manual 470.4-5. The DOE has final authority in determining an individual's security clearance eligibility.

### **3.0 Scope of Work**

#### **3.1 Types of Services**

The contractor shall provide specialized technical, analytical, document review, and administrative support services to OC. This support includes, but is not limited to, services such as: conducting studies, providing analyses, and preparing reports. This assistance is required in the following areas:

- Document classification/declassification review;
- Classification and control guidance development, revision, review, and production;
- Policy and procedures development, appeals, education, outreach, and appraisal support; and
- General administrative and file room/mail room management and support.

#### **3.2 Resources**

##### **3.2.1 Contractor-Furnished Resources**

The contractor shall provide the necessary personnel; quality services; financial, project management, and administrative systems; and other resources required to accomplish assigned tasks and meet performance requirements under this contract, except for those resources specifically identified as being provided by the Government.

##### **3.2.2 Government-Furnished Resources**

The Government shall furnish, as appropriate, the facilities, furniture, office supplies, information and communications technology systems and equipment and maintenance thereof, required data, and other materials as required for performance of the work under the contract. All equipment, systems, databases, information, and materials acquired, developed, or used by the Contractor under this contract shall remain the property of the DOE.

#### **3.3 Location of Performance**

The primary location of performance of work under this contract will be the DOE Germantown facility in Germantown, Maryland. A secondary location under the document review task will be at NARA, College Park, Maryland, with occasional work at the Forrestal Building in Washington, D.C. Local, domestic, and/or international travel by contractor personnel may be required in the performance of the contract.



### **3.4 Performance Requirements**

Performance requirements include the Performance Objectives, Performance Measures, and Performance Expectations. Activities under all Performance Objectives are to be completed on time, accurately, and within budget; and products/deliverables are consistent with contract Task Assignment and work authorization requirements.

### **3.5 Performance Evaluation**

The contractor's performance will be evaluated on an annual basis according to the Performance Objectives in the PWS and in clause H.23 Performance Based Award Fee. The annual evaluation is used as a component of the fee determination process. The award fee will be determined by the Award Fee Determining Official who is the Director, Office of Resource Management, Office of Security and Safety Performance Assurance.

### **3.6 Technical Direction**

Technical direction shall be provided through the Contracting Officer's Representative (COR). Through the Federal issuance of job requests issued under the authority of specific task assignments, the contractor shall be provided with guidance of the specific work to be performed within the PWS. Such technical direction shall define the:

- work to be accomplished;
- priority of the work;
- required deliverables; and,
- period of performance and deadlines, if required.

### **3.7 Task Areas**

#### **3.7.1 Document Classification/Declassification Review Support**

##### **3.7.1.1 Description of Work:** The contractor shall support OC by:

- Providing DOE-certified derivative classifiers and declassifiers to review information in documents and/or other formats such as microfilm, in conformance with applicable laws and regulations. Types of reviews may include:
  - FOIA or Privacy Act of 1974 requests;
  - Mandatory reviews (under Executive Order 12958 and/or successor Executive Orders);
  - Patent applications and documents;



- Litigation;
- Surveys and audits of other Federal agency collections required by statute;
- Reviews of Congressional testimony;
- Systematic reviews;
- Pre-publication reviews; and,
- Referrals from DOE programs and other Federal agencies.
- Providing management of the Patent Application Classification Analysis System (PACAS) to include:
  - Examination of records for the purpose of removal of corrupt or erroneous records; and,
  - Database entry of relevant application information for patents under a DOE secrecy order.
- Providing reviewer support performing systems reliability testing (beta tests by prospective users) of new software to be used in the document review process.
- Providing management of individual reviewer workload; and
- Providing administrative support in the preparation of general correspondence, reports, and presentations to include, but not limited to, FOIA annual reports, reports to Information Security Oversight Office (ISOO), Reports to Congress, and reports on status of individual document review requests.

#### **3.7.1.2 Document Review Processes with Associated Performance Objectives:**

- **INDEX PROCESS:** For documents marked as classified or containing other sensitive information, certified reviewers perform first and second reviews. The classified or sensitive information is bracketed and appropriate classification guide short title and topic number are written in the margin adjacent to the bracket. Markings are applied as required. Correspondence is prepared for Federal review and approval.

**Performance Measures****Quality of Classification/  
Declassification Determinations****Productivity****Timeliness****Performance Expectations**

Reviewers will complete Index-type reviews without error.

See Tables below for minimum review rates by Work Type and Review Process. Reviewers shall complete daily Production Summary Forms for input into Weekly and Monthly Production Summary Reports.

On-time product completion and delivery to customer within designated deadlines is required.

- **BRACKETING PROCESS:** For documents marked as classified or containing other sensitive information, certified reviewers perform first and second reviews. The classified or sensitive information is bracketed in accordance with OC procedures and guidelines. Appropriate exemptions are written adjacent to the bracketed information. Markings are applied as required. Correspondence is prepared for Federal review and approval.

**Performance Measures****Quality of Classification/  
Declassification Determinations****Productivity****Timeliness****Performance Expectations**

Reviewers will complete Bracketing-type reviews without error. See Tables below for minimum review rates by Work Type and Review Process.

Reviewers shall complete daily Production Summary Forms for input into Weekly and Monthly Production Summary Reports.

On-time product completion and delivery to customer within designated deadlines is required.

- **RE-WRITE PROCESS:** For newly generated documents for public release or publication, certified reviewers perform first and second reviews. Classified information is bracketed, markings applied, and correspondence with recommended re-write is prepared for Federal review and approval.

The performance expectation is that the rewrite does not change the intent of the original document and also protects classified information from release to the public.

#### **Performance Measures**

#### **Performance Expectations**

**Quality of Classification/  
Declassification Determinations**

Reviewers will complete  
Re-write-type reviews without error.

**Productivity**

See Tables below for minimum review rates by Work Type and Review Process. Reviewers shall complete daily Production Summary Forms for input into Weekly and Monthly Production Summary Reports.

**Timeliness**

On-time product completion and delivery to customer by established deadlines is required.

- **INITIAL CLASSIFICATION DETERMINATION PROCESS:** For newly generated documents, a certified reviewer determines whether or not the document contains classified or sensitive information. A classification determination is made based upon formal guidance. If the reviewer determines that information is not classified by formal guidance yet requires protection for national security, the reviewer will submit the document containing the information to a Federal Original Classifier for final determination. Appropriate markings are applied indicating the results of the review. Correspondence is prepared for Federal review and approval.

#### **Performance Measures**

#### **Performance Expectations**

**Quality of Classification/  
Declassification Determinations**

Reviewers will complete  
Initial Classification Determinations without error.

**Productivity**

See Tables below for minimum review rates by Work Type and Review Process. Reviewers shall complete daily Production Summary Forms for input into Weekly and Monthly Production Summary Reports.

**Timeliness**

On-time product completion and



delivery to customer by established deadlines is required.

- **SYSTEMATIC PROCESS:**

- **Type A:** For DOE collections to be declassified under Executive Order 12958, teams of certified reviewers will review the records page-by-page for classified information. They will determine whether a document still contains classified information or whether it may be declassified without harm to the national security. Reviews are conducted in accordance with current declassification plans and procedures. Review results are entered into the Historical Records Review database.
- **Type B:** For documents marked as containing classified or sensitive information, but neither of permanent historical value nor being at least 25 years old, certified reviewers will review the records page-by-page for classified information. They will determine whether a document still contains classified information or whether it may be declassified without harm to the national security. Reviews are conducted in accordance with current declassification plans and procedures. Correspondence is prepared for Federal review and approval.

**Performance Measures**

**Performance Expectations**

**Quality of Classification/  
Declassification Determinations**

Reviewers will complete Systematic-type reviews without error.

**Productivity**

See Tables below for minimum review rates by Work Type and Review Process. Reviewers shall complete daily Production Summary Forms for input into Weekly and Monthly Production Summary Reports.

**Timeliness**

On-time product completion and delivery to customer by established deadlines is required.

- **AUDIT PROCESS:** For collections of records declassified by agencies other than the DOE under Executive Order 12958, and determined by survey or otherwise likely to contain RD/FRD, an audit will be performed on the collection. The audit consists of a 100 percent page-by-page scan for subject matter related to RD/FRD. If such subject matter is found, the pages are to be scanned line by line for RD/FRD. The review will be completed as described for Index Review.

**Performance Measures****Performance Expectations****Quality of Classification/  
Declassification Determinations**

Reviewers will complete  
Audit-type reviews without error.

**Productivity**

See Tables below for minimum  
review rates by Work Type and  
Review Process. Reviewers shall  
complete daily Production Summary  
Forms for input into Weekly and  
Monthly Production Summary  
Reports.

**Timeliness**

On-time product completion and  
delivery to customer by established  
deadlines is required.

- **SURVEY PROCESS**: For collections or records declassified by agencies other than the DOE under Executive Order 12958 at NARA, Presidential Libraries, and other agency repositories, teams or certified reviewers will survey the records for previously unidentified RD/FRD. The teams will survey the collection in accordance with current plans and procedures, and upon first indication of classified information remand the collection to audit.

**Performance Measures****Performance Expectations****Quality of Classification/  
Declassification Determinations**

Reviewers will complete  
Survey-type reviews without error.

**Productivity**

See Tables below for minimum  
review rates by Work Type and  
Review Process. Reviewers shall  
complete daily Production Summary  
Forms for input into Weekly and  
Monthly Production Summary  
Reports.

**Timeliness**

On-time product completion and  
delivery to customer by established  
deadlines is required.

Table 1. Minimum Review Rates by Work Type

Work Type	Rate (pages a day/reviewer)
FOIA or Privacy Act of 1975	150

Mandatory reviews (under Executive Order 12958 and/or successor Executive Orders)	150
Patent applications and documents	1000
Litigation	100
Surveys of other Federal agency collections required by statute	10000
Audit of other Federal agency collections required by statute	1100
Reviews of Congressional testimony	500
Systematic reviews	1000
Pre-publication reviews	1000
Referrals from DOE programs and other Federal agencies	1100

Table 2. Minimum Review Rates by Review Process

Review Process	Rate (pages a day/reviewer)
Index	100
Bracketing	150
Re-Write:	50
Initial Classification Determination	500
Systematic (Type A)	1000
Systematic (Type B)	1000
Audit Process	1100
Survey Process	10000

Each Task Order will define the proper review process or work type. The rates listed above reflect the minimum productivity and therefore competency levels required of the reviewers for each task. It is expected that these levels will increase over the course of the contract as the reviewers gain experience.

### 3.7.2 Classification and Control Guidance Development and Policy Analysis

**Description of work:** The contractor shall provide support in the review, development, revision and production of classification and control guidance in a wide variety of technical and security areas and the review and analysis of classification/declassification policy. Work to be performed may include, but is not limited to, the following activities:

Classification guidance:



- Provide technical review and evaluation of existing or new DOE Headquarters/field classification guidance; and
- Develop and coordinate new DOE Headquarters classification guidance to be submitted to OC for review and approval.

### **Performance Measures**

### **Performance Expectations**

#### **Quality**

Classification guidance products produced under this task must conform to the Atomic Energy Act, Executive Order 12958 and DOE orders and manuals. They must also be technically accurate, well organized/constructed, and require minimal reworking by Federal staff. Resources used to accomplish this work ensure that all organizational components with equity in the subject matter have reviewed/commented/concurred in the classification guidance product, and they generate comment resolution matrices with both comments and proposed responses for federal adjudication. Uses advanced computer software to generate/update metadata knowledge in the classification guidance products (e.g. keywords, keystones, basis links, genealogy, basis links) used for knowledge preservation in the electronic classification guidance system. Prepares and updates project plans.

#### **Timeliness**

On-time product completion and delivery to customer by established deadline is required.

#### **Classification policy:**

- Review declassification proposals and prepare technical analyses;
- Provide technical analyses of classification policy issues; and
- Provide technical support in the review of documents related to classification policy issue resolution.

### **Performance Measures**

### **Performance Expectations**

#### **Quality**

Classification policy products produced under this task must conform to the Atomic Energy Act, Executive Order 12958 and DOE orders and manuals. They must also be technically accurate, well organized/constructed, and require minimal reworking by Federal staff. Resources used to accomplish this work ensure that all organizational components with equity in the subject matter have reviewed/commented/concurred in the classification policy product, and they generate comment resolution matrices with both comments and proposed responses for federal adjudication. Prepares and updates project plans.

### **Timeliness**

On-time product completion and delivery to customer by established deadlines is required.

### **Administrative support:**

- Prepare both classified and unclassified correspondence packages;
- Provide logistic support for unclassified and classified meetings (e.g., Technical Evaluation Panel meetings, Classification Guide Working Group meetings, Classification Officers meetings); and
- Format classification guidance using specialized computer software and technically edit classification guidance.

### **Performance Measures**

### **Performance Expectations**

#### **Quality**

Both classified and unclassified correspondence packages must conform to DOE directives and DOE and government style manuals. Quality assurance reviews should be conducted to ensure no mistakes. Accurate status listing must be maintained of all packages. Logistic support for meetings must be professional and courteous. Logistics for classified meetings must conform to DOE directives. Classification guidance that is converted and formatted using specialized computer software must be of high quality. Accurate

status listings of all in-process and approved classification guidance must be maintained.

#### **Timeliness**

On-time product completion and delivery to customer by established deadlines is required.

### **3.7.3 Policy and Procedures Development, Appeals, Classification Training, Outreach, and Appraisal Support**

**Description of Work:** The contractor shall support OC by: providing technical assistance in the development, revision, and review of policy and procedures concerning the classification and control program; assisting in the development, revision, and execution of the appraisal program of DOE Headquarters and field elements to determine the adequacy and effectiveness of their classification and control programs; and providing support to OC's Education, Outreach, and Appeal programs as required.

Specifically, work to be performed may include, but is not limited to, the following activities relating to classification and control issues:

- Researching and documenting the development and revision of regulations, orders, and internal office procedures.
- Conducting studies, research and analyses regarding policies and procedures and identifying relevant precedents, background information, and possible alternatives;
- Reviewing and analyzing draft legislation for possible impact on the policies and operation of DOE;

#### **Performance Measures**

#### **Performance Expectations**

##### **Quality**

- The products produced under this work are determined to be technically accurate in conforming to Government policy.
- The products produced under this work require minimal (one hour or less) reworking by Federal staff.
- The material is grammatically correct and formatted correctly.

##### **Timeliness**

On-time product completion and delivery to customer by established deadlines is required.



- Conducting appellate level document reviews of classified and/or UCNI information pursuant to requests filed under the Freedom of Information Act (FOIA) or Executive Order.

### **Performance Measures**

### **Performance Expectations**

#### **Quality**

- The products produced under this work are determined to be technically accurate in its interpretation of classification guidance and the analysis of the information contained in the document.
- The products produced under this work require minimal (one hour or less) reworking by Federal staff.
- The material is grammatically correct and formatted correctly.

#### **Timeliness**

On-time product completion and delivery to customer by established deadlines is required.

- Supporting OC's Outreach program. This may include, but is not limited to:
  - Producing a quarterly newsletter containing information useful to the DOE classification community;
  - Supporting assistance visits to DOE HQ, field, and other agency locations.

### **Performance Measures**

### **Performance Expectations**

#### **Quality**

- The products produced under this work or support provided are determined to be technically accurate.
- The products produced under this work require minimal (one hour or less) reworking by Federal staff.
- The material is grammatically correct and formatted correctly.

#### **Timeliness**

On-time product completion and delivery to customer by established deadlines is required.

Developing, reviewing, and revising appraisal procedures, and assisting in the conduct of DOE Headquarters and field on-site appraisals of the DOE classification program and other agency RD classification programs, which may include but is not limited to: Providing technical assistance, including the classification review of documents, in the conduct of appraisals, assisting in the development and maintenance of a post-appraisal system to track and follow-up on the results of appraisals. This may require travel outside the Washington, D.C. metropolitan area.

<b><u>Performance Measures</u></b>	<b><u>Performance Expectations</u></b>
<b>Quality</b>	<ul style="list-style-type: none"> <li>▪ The products produced under this work are determined to be technically accurate in its interpretation of DOE's policies and procedures.</li> <li>▪ The determinations made on the accuracy of the evaluated organization's document review decisions are correct.</li> <li>▪ The products produced under this work require minimal (one hour or less) reworking by Federal staff.</li> <li>▪ The material is grammatically correct and formatted correctly.</li> </ul>
<b>Timeliness</b>	On-time product completion and delivery to customer by established deadlines is required.
<ul style="list-style-type: none"> <li>• Support classification training by developing, scheduling, and conducting formal training courses, performance based training programs, and computer-based classification and control training at DOE Headquarters, field, and other agency locations, as required. Work may include, but is not limited to:</li> </ul> <p>Developing performance-based tests. Scheduling, monitoring, administering, and tracking the training and testing programs; and Developing, revising, editing, reproducing, and distributing training and educational materials, such as pamphlets and brochures.</p>	

<b><u>Performance Measures</u></b>	<b><u>Performance Expectations</u></b>
<b>Quality</b>	

- The products produced under this work are determined to be technically accurate in its interpretation of DOE classification guidance and training and test materials relevant to DOE mission and activities.
- The products produced under this work require minimal (one hour or less) reworking by Federal staff.
- The material is grammatically correct and formatted correctly.

#### **Timeliness**

On-time product completion and delivery to customer by established deadlines is required.

### **3.7.4 General Administrative and Mail/File Room Management and Support**

**Description of Work:** The contractor shall perform a variety of administrative functions in support of the OC mission. Contractor work in this area may include, but is not limited to:

- Providing document management activities (i.e., archival document review folder management and file conversion of paper files to electronic files by scanning, quality control inspections, and testing of electronic document retrieval capabilities);
- Typing documents and assembling correspondence packages, including packages containing classified material;
- Dispatching classified and unclassified documents to multiple addressees;
- Performing quality assurance reviews; e.g., proofreading documents for clarity, effectiveness, and compliance with DOE requirements;
- Providing administrative and technical assistance in support of the OC Headquarters Security Officer;
- Providing full time staff and management to OC's File Rooms. This includes, but is not limited to, maintaining a central files management system responsive to the OC staff; maintaining all files in accordance with the current Records Inventory and Destruction Schedule; and maintaining accountability of all Classified Removable Electronic Media (CREM); and
- Providing full time staff and management of the OC Mail Room. This includes, but is not limited to, routine functions associated with mail rooms; i.e., sorting and dispatching incoming and outgoing mail and internal distribution; interfacing with the DOE Germantown mail room; packaging



and mailing classified materials; receiving and sending classified facsimile documents; creating and maintaining an electronic classified and unclassified reference library of previously generated documents using optical scanners; and maintaining proper accountability of all CREM.

### **Performance Measures**

### **Performance Expectations**

#### **Quality**

- Both classified and unclassified correspondence packages must conform to DOE directives and DOE and government style manuals. Quality assurance reviews should be conducted to ensure no mistakes. Accurate status listing must be maintained of all packages.
- The products produced under this work require minimal (one hour or less) reworking by Federal staff.
- The material is grammatically correct and formatted correctly.

#### **Timeliness**

On-time product completion and delivery to customer by established deadlines is required.

## **4.0 Deliverables**

The Contractor is required to submit monthly management/status reports in accordance with the Reporting Requirements Checklist (Attachment C) and to submit specific deliverables detailed in the task assignments and job request forms. Deliverables may include, but are not limited to:

#### **Document Review:**

- Appropriately marked and/or sanitized documents and transmittal correspondence; and
- Appropriate file series characterization, marked photocopied documents, file series factual information, data/box summary information, bracketed document with damage assessment including guide and topic under the document review audit and survey mission.

#### **Guidance Development:**

- Listing of all approved DOE Headquarters and field classification guides, updated daily;
- Listing of all in-process DOE Headquarters and field classification guides with current status, updated daily;
- Project plans for guide development schedules, updated weekly; and
- Clear, concise guides and policy analyses for OC approval, as appropriate.

Policy:

- Report of consolidated comments on draft DOE directives for submission to REVCOM (DOE web-based Review and Comment System);
- Administrative packages for classification appeal decisions; and
- Annual Report to Congress on Quality Assurance Reviews conducted during the calendar year.

Training:

- Annual training catalog (listing of available training topics);
- Weekly activity report;
- Monthly training and certification status report; and
- Certification of authorized derivative authority for each reviewer.

General:

- Monthly Management/Status Report(s);
- Annual Quality Assurance/Quality Control Plan; and
- Special advisory draft letters and/or reports, as required;

## **5.0 Performance Objectives/Evaluation Categories**

See clause H.23 Performance Based Award Fee.

## **6.0 Applicable Documents**

Contractor performance shall comply with all current and future applicable laws, regulations, and DOE directives, manuals, notices, orders, publications, and

guidance which are, in part, identified below. This list is not to be considered all encompassing.

- DOE Order 200.1 (09/30/96), “Information Management Program”  
<http://www.directives.doe.gov/>
- DOE Order 471.1A (06/30/00), “Identification and Protection of Unclassified Controlled Nuclear Information”  
<http://www.directives.doe.gov/>
- DOE Manual 470.4-4 (08/26/05) “Information Security”  
<http://www.directives.doe.gov/>
- DOE Manual 475.1-1A (02/26/2001), “Identifying Classified Information”  
<http://www.directives.doe.gov/>
- Atomic Energy Act of 1954, as amended, and implementing regulations
- Freedom of Information Act, as amended, and implementing regulations
- Privacy Act of 1974, as amended, and implementing regulations
- Executive Order 12958, “Classified National Security Information,” as amended, and implementing regulations  
<http://www.whitehouse.gov/news/releases/2003/03/20030325-11.html>
- 32 CFR Part 2001, Chapter XX, Subpart E – Declassification  
<http://ecfr.gpoaccess.gov>
- 10 CFR Part 1004, “Freedom of Information”  
<http://www.oakridge.doe.gov/Foia/1004.pdf>
- 10 CFR Part 1017, “Identification and Protection of Unclassified Controlled Nuclear Information” <http://ecfr.gpoaccess.gov>
- 10 CFR Part 1045, “Nuclear Classification and Declassification”  
<http://ecfr.gpoaccess.gov>
- 35 U.S.C. Section 181, “Secrecy of Certain Inventions and Withholding of Patent” <http://www.uspto.gov>
- 37 CFR Section 1.14, “Patent Applications Preserved in Confidence”  
<http://ecfr.gpoaccess.gov>



With respect to the processing of access authorization requests, contractor performance shall comply with the following:

- DOE Manual 470.4-5 (08/26/05), “Personnel Security”  
<http://www.directives.doe.gov/>

## 7.0 Acronyms

<u>Acronyms</u>	<u>Definition</u>
CFR	Code of Federal Regulations
CO	Contracting Officer
COR	Contracting Officer’s Representative
CPR	Contractor Performance Report
CREM	Classified Removable Electronic Media
DOE	Department of Energy
FOIA	Freedom of Information Act
FRD	Formerly Restricted Data
NARA	National Archives and Records Administration
NSI	National Security Information
OC	Office of Classification
PACAS	Patent Application Classification Analysis System
PWS	Performance Work Statement
REVCOM	DOE web-based Review and Comment System
RD	Restricted Data
SSA	Office of Security and Safety Performance Assurance
TM	Technical Monitor
UCNI	Unclassified Controlled Nuclear Information
U.S.C.	United States Code